



## **Attendance Policy**

**February 2026**

<b>Approved by:</b>	Local Committee	<b>Date:</b> February 2026
<b>Last reviewed on:</b>	February 2026	
<b>Next review due by:</b>	February 2027	

Bassingham Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as Pupil Premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our Attendance Policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

## 1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence

- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons

## 2. Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

## 3. Roles and Responsibilities

### 3.1 The Local Committee

The Local Committee is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos

- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the Headteacher to account for the implementation of this policy

### **3.2 The Headteacher**

The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- Working with the parents of pupils with Special Educational Needs and/or Disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an Education, Health and Care (EHC) Plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs

- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- Sharing information from the school register with the Local Authority, including:
  - Notifying the Local Authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
  - Providing the Local Authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
  - Providing the Local Authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

### **3.3 The Senior Attendance Champion (Headteacher)**

The Senior Attendance Champion is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The Senior Attendance Champion responsible for attendance is Mr S Betts and can be contacted via 01522 788395 or [enquiries@bassingshamschool.org](mailto:enquiries@bassingshamschool.org)

### **3.4 The Attendance Officer (Headteacher)**

The school Attendance Officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff
- Working with education welfare officers to tackle persistent absence

The school Attendance Officers is Mr S Betts and can be contacted via 01522 788395 or [enquiries@bassingshamschool.org](mailto:enquiries@bassingshamschool.org)

### **3.5 Class Teachers**

Class Teachers are responsible for:

- Recording attendance accurately for both morning and afternoon sessions on a daily basis, using the correct codes, and submitting this information to the school office via Arbor.
- This will be completed for morning sessions between 9.00am and 9.15am and for afternoon sessions between 1.00pm and 1.15pm.

### **3.6 School Office**

School Office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it via Arbor.
- Transfer calls from parents/carers to the Headteacher where appropriate, in order to provide them with more detailed support on attendance.
- Where a child arrives at school more than 15 minutes after the end of these registration periods, they will be recorded as being unauthorised late unless an alternative absence code is more appropriate.
- Once registers have been closed, early contact will be made with parents/carers (by 9.30am) when a pupil is absent, and no message is received.
- Immediate and confidential action on any problem notified to us (confidential means that the member of staff notified will not disclose the information to anybody without the consent of the pupil or their parent), unless this meets relevant safeguarding thresholds.

### **3.7 Parents**

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day and on time
- Ensure that holidays are not taken during school term time
- Ensure that they contact the school office, preferably before 9.00am, whenever their child is unable to attend and include a reason for absence
- Provide the school with more than one emergency contact number for their child

- Ensure that, where possible, appointments for their child are made outside of the school day
- Fully engage with Attendance Contracts that they make with the school where attendance is a cause of concern
- Seek support, where necessary, for maintaining good attendance, by contacting Mr S Betts via 01522 788395 or [enquiries@bassingshamschool.org](mailto:enquiries@bassingshamschool.org)
- Provide medical evidence (e.g. doctors note or appointment card) if illness continues for longer than 5 days
- Contact the school in confidence whenever any problems occur that may affect their pupil's performance in school or their ability to attend school
- Keep school informed of any updates to relevant contact information and details.

### **3.8 Pupils**

Pupils are expected to:

- Arrive on time and be appropriately prepared for the day
- Attend school regularly – our target is at least 97.00% attendance across the academic year
- Talk to a member of staff if they have any worries or concerns.

## **4. Recording Attendance**

### **4.1 Attendance Register**

We will keep an electronic attendance register via Arbor and place all pupils onto this register. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances
- We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 9.00am and ends at 3.30pm. Pupils must arrive in school by 9.00am on each school day. The register for the morning session will be taken between 9.00am and 9.15am and for afternoon sessions between 1.00pm and 1.15pm. Where a child arrives at school more than 15 minutes after the end of these registration periods, they will be recorded as being unauthorised late unless an alternative absence code is more appropriate.

## 4.2 Unplanned Absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence before 9.00am, or as soon as practically possible, by calling the school office on 01522 788395. When a pupil does not attend, the school will respond as follows:

- We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness
- Where there are doubts about the authenticity of the illness, the school will ask for medical evidence or other appropriate forms of evidence. We will not ask for medical evidence unnecessarily.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent

**Step 1:** If an email or telephone call is not received from parents/carers, they will be contacted on the first day of absence by telephone. First day absence phone calls will be made if no notification of absence has been received by 9.30am. All reasons for absence will be recorded via the 'Lesson Attendance' section on Arbor.

**Step 2:** Where there is no response or contact made by telephone, a voicemail will also be left. This will also be followed up by an email. Where there is no response or contact from parents/carers by 10.00am, wider contacts will be used via Arbor. If needed, we will also contact other schools where siblings may attend.

**Step 3:** Having exhausted all options outlined above, a 'Safe and Well Check' will be organised from a member of the of Senior Leadership Team during lunchtime on the same day. This will be recorded via My Concern and will be conducted in line with the Trust Home Visits – Guidance for Staff October 2025.

**Step 4:** If the school are unable to raise any response at the home, the Senior Leadership Team may request the police carry out a visit to the property. Where there is no response or contact made

and an outside agency is involved with supporting the family, the appropriate worker/professional will be contacted.

**Step 5:** On the third day of absence and where the pupil hasn't been seen in person, a member of the Senior Leadership Team may complete a 'Safe and Well Check'. This will be considered if the reason for absence is concerning, or when there's a pattern of low attendance or welfare issues. This 'Safe and Well Check' would allow staff to ensure pupil safety, gain insight into home life and rule out potential safeguarding concerns.

**Step 6:** Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence or other appropriate forms of evidence. If any pupil is absent for a period of 5 days and we do not know where they are, we will report them to the CME Team (Children Missing Education) within the Local Authority.

### **4.3 Planned Absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. For all planned absences, a Leave of Absence Request Form should be completed with as much detail as possible. These are available from the school office or electronically via [enquiries@bassingshamschool.org](mailto:enquiries@bassingshamschool.org)

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to Section 5 to find out which term-time absences the school can authorise.

### **4.4 Lateness and Punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

### **4.5 Reporting to Parents**

The school will inform parents about their child's attendance and absence levels via the annual school report. Where there is concern about attendance, the school will inform parents through Attendance Letters.

## **5. Authorised and Unauthorised Absence**

### **5.1 Approval for term-time absence**

The Headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. The Headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for. Exceptional circumstances will be defined by the Headteacher, Mr S Betts. Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and in accordance with the Leave of Absence Request Form. These are available from the School Office or electronically via [enquiries@bassingham.school.org](mailto:enquiries@bassingham.school.org) The Headteacher may require evidence to support any request for leave of absence.

Other valid reasons for authorised absence include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

## 5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### Penalty Notices

The Headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice. If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence. The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days. If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days. A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

### Notices to Improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support. Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

## **6. Strategies for Promoting Attendance**

At Bassingham Primary School, we celebrate and reward great attendance. Recognising improvement as well as overcoming barriers, we aim to reward individual victories, with the hopes of encouraging our students to strive for outstanding attendance. These include:

- Weekly attendance competition and class trophy
- Attendance celebrated during assembly.

## **7. Supporting Pupils who are Absent or Returning to School**

### **7.1 Pupils Absent due to Complex Barriers to Attendance**

To address complex barriers to attendance amongst other concerns, Bassingham Primary School participates in joint planning with strategic safeguarding partners for students in the Early Help arena including students on Child in Need and Child Protection Plans. The school also follows the local authorities EBSA pathway.

### **7.2 Pupils Absent due to Mental or Physical ill health or SEND**

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments
- Carrying out strengths and difficulties questionnaire
- Identifying pupils' unmet needs through the Common Assessment Framework
- Using an internal or external specialist
- Enabling a pupil to have a Reduced Timetable
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes
- Temporary late starts or early finishes
- Phased returns to school where there has been a long absence
- Small group work or one-to-one lessons
- Tailored support to meet their individual needs
- EBSA pathways

## **8. Attendance Monitoring**

- Weekly attendance data is monitored by the Headteacher.

- As a result of this monitoring, the flowchart below identifies next steps in more detail:

### **Stage 1 – Cause for Concern**

Where attendance falls below 92.00% during any half-term, a phone call is made to parents/carers by the Senior Attendance Champion. Phone calls are to be recorded via My Concern. This provides an initial opportunity to discuss any concerns/issues and to offer support or guidance where required. Attendance is then monitored for a further 4 weeks. A 'Cause for Concern' letter is also sent to parents/carers after this initial phone call.

If after this period attendance returns to above 92.00% then no further action is required and an 'Improvement in Attendance' letter will be sent to parents/carers. However, if after this period attendance continues to deteriorate, move to Stage 2 below.

### **Stage 2 – Persistent Absenteeism**

If after the initial 4 week monitoring period no further improvements are evident and attendance continues to drop below 92.00%, this is now classed as persistent absenteeism. A 'Persistent Absenteeism' letter will be sent to parents/carers and they will be invited into school for a meeting with the Senior Attendance Champion. This meeting will be to discuss specific concerns around ongoing poor attendance. After this meeting a copy of the agreed Attendance Contract will be given to parents/carers. Attendance will be monitored for a further 2 weeks.

If after this period attendance returns to above 92.00% then the situation will continue to be monitored in line with normal school procedures. However, if after this period attendance continues to deteriorate, move to Stage 3 below.

### **Stage 3 – Attendance Panel**

A total of 6 weeks monitoring and support has now been in place with no improvements in attendance evident. The parents/carers, Headteacher and attendance governor will form an Attendance Panel.

If after this period attendance returns to above 92.00% then the situation will continue to be monitored in line with normal school procedures. If attendance fails to improve to above 92.00% within the period monitored, then formal procedures may begin.

## **8.1 Monitoring Attendance**

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. Specific pupil information will be shared with the DfE on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the Local Committee.

## **8.2 Analysing Attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

## **8.3 Using Data to Improve Attendance**

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
- Provide regular attendance reports to Class Teachers to facilitate discussions with pupils and families, and to the Local Governing Body and school leaders
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

## **8.4 Reducing Persistent and Severe Absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence

- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

## **9. Links with Other Policies**

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Behaviour Policy

## Appendix 1: Attendance Codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment

<b>J1</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and

		the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session

**Administrative codes**

<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

## Appendix 2 – Cause for Concern Letter

Date:

Dear Parents/Carers,

Firstly, thank you for our phone conversation earlier this week.

Having reviewed attendance figures so far this half-term, I can see that **(insert child's name)** attendance remains below the expected level for a pupil attending Bassingham Primary school. Our target for all pupils is a minimum attendance of 97.00%. As of **(insert date)**, your child's attendance is currently **(insert attendance)**.

We want all of our pupils to achieve their best whilst at Bassingham Primary school and it has been statistically proven that pupils with low attendance achieve less than those with high attendance. Please refer to the table below for additional information.

Working in collaboration with parents/carers will ensure we can move forward in a positive manner. We would like to help you to support **(insert child's name)** in attaining a higher level of attendance and maximising **(his/her)** full potential in school. I would appreciate it if you could contact me to discuss if there are any specific issues that are contributing to these absences.

We will be monitoring **(insert child's name)** attendance over the next 4 weeks and hope to see a noticeable improvement.

Yours Sincerely,

Mr. S Betts (Headteacher)

<b>Above 97%</b>	Less than 6 days absence a year: Pupils with this attendance should achieve the best grades they can, leading to the best possible start in their secondary education.
<b>95%</b>	Less than 10 days absence a year: Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting secondary education.
<b>90%</b>	19 days absence a the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and English; it will be difficult for them to achieve their best.
<b>85%</b>	29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.
<b>80%</b>	80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work. Parents of pupils with this level of attendance could be issued with a Penalty Notice.

### Appendix 3 – Improvement in Attendance Letter

Date:

Dear Parents/Carers,

On the **(insert date of Cause for Concern letter)** I wrote to you expressing concerns regarding **(insert child's name)** attendance. I am now very pleased to be able to acknowledge the improving situation and **(his/her)** increase in attendance to **(insert attendance)**.

We appreciate your ongoing support with this and would like to thank you for working in collaboration with the school in improving **(insert child's name)** attendance. This improved level of attendance will maximise **(insert child's name)** opportunity to learn and make progress.

Please feel free to make contact with school if you wish to discuss this further and thank you once again for your continued support.

Yours Sincerely,

Mr. S Betts (Headteacher)

<b>Above 97%</b>	Less than 6 days absence a year: Pupils with this attendance should achieve the best grades they can, leading to the best possible start in their secondary education.
<b>95%</b>	Less than 10 days absence a year: Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting secondary education.
<b>90%</b>	19 days absence a the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and English; it will be difficult for them to achieve their best.
<b>85%</b>	29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.
<b>80%</b>	80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work. Parents of pupils with this level of attendance could be issued with a Penalty Notice.

## Appendix 4 – Persistent Absenteeism

Date:

Dear Parents/Carers,

Following previous communication, we are becoming increasingly concerned about **(insert child's name)** attendance. As of **(insert date)**, your child's attendance is currently **(insert attendance)**.

As a result, I would like to invite you into school for a meeting to discuss specific ongoing concerns regarding this poor attendance. This meeting will take place on **(insert date and time)** at Bassingham Primary School. Please arrive at the School Office where you will be signed in. The meeting will take place **(insert meeting location)**.

During this meeting we will discuss how we can work together to improve **(insert child's name)** attendance. Where required, we may also discuss the involvement of external agencies that can support in sustained improvement in attendance.

**We need to draw your attention to the fact that parents/carers have a duty in law to ensure their child attends school regularly, unless they are unable to do so by reasons of ill health or any other legally acceptable reason.**

If you are unable to attend this meeting, please contact the School Office to rearrange a more convenient time. Should you subsequently fail to attend the meeting it will be held in your absence and a copy of the actions plan sent to you.

Yours sincerely,

Mr. S Betts (Headteacher)

<b>Above 97%</b>	Less than 6 days absence a year: Pupils with this attendance should achieve the best grades they can, leading to the best possible start in their secondary education.
<b>95%</b>	Less than 10 days absence a year: Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting secondary education.
<b>90%</b>	19 days absence a the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and English; it will be difficult for them to achieve their best.
<b>85%</b>	29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.
<b>80%</b>	80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work. Parents of pupils with this level of attendance could be issued with a Penalty Notice.

## Appendix 5 – Governor Attendance Panel Letter

Date:

Dear Parents/Carers,

As you are already aware, we are monitoring **(insert child's name)** attendance at school. Having already held a formal meeting in school, your child's attendance continues to deteriorate. As of **(insert date)**, your child's attendance is currently **(insert attendance)**.

Therefore, we would like to invite you to an Attendance Panel meeting. This meeting will include the Headteacher, parents/carers and the school's attendance governor. This meeting will take place on **(insert date and time)** at Bassingham Primary School. Please arrive at the School Office where you will be signed in. The meeting will take place **(insert meeting location)**.

This meeting will be an opportunity for us to discuss the ongoing concerns that we have and how we can all work together to improve the situation. A formal Attendance Action Plan will be produced to support both parents/carers, the pupil and the school.

I must advise you that Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives suitable efficient full-time education either by regular attendance at school or education otherwise.

**A Fixed Penalty Notice is a strategy used by schools following the legal framework:**

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise.**
- **Where a child is a registered pupil at a school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00**

If you are unable to attend this meeting, please contact the School Office to rearrange a more convenient time. Should you subsequently fail to attend the meeting it will be held in your absence and a copy of the actions plan sent to you.

Yours Sincerely,

Mr. S Betts (Headteacher)

## **Appendix 6 – Leave of Absence Request – Authorised**

Date:

Dear Parent/Carer,

### **Leave of Absence Request – Authorised**

We write regarding your request for leave of absence for the period of \*\*\* to \*\*\* inclusive.

Due to the nature of the request, we can confirm that the entire period will be authorised by the school.

These dates will be added to our system and there is no need to call the school during your child's absence.

Yours Sincerely,

Mr. S Betts (Headteacher)

## Appendix 7 – Leave of Absence Request – Unauthorised

Date:

Dear Parent/Carer,

### Leave of Absence Request – Unauthorised

We write regarding your request for leave of absence for the period of \*\*\* to \*\*\* inclusive.

Although we appreciate the circumstances of your request, we must inform you that an absence of this type is not deemed to be an exceptional circumstance and therefore will not be authorised. Our system will show this period as **unauthorised** and therefore will have a negative impact on your child's overall attendance.

Therefore, if you go ahead with this leave of absence, a Fixed Penalty Notice may be issued without further warning.

### A Fixed Penalty Notice is a strategy used by schools following the legal framework:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise.**
- **Where a child is a registered pupil at a school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00**

Our Local Committee has a statutory duty to support this legal framework.

Yours Sincerely,

Mr. S Betts (Headteacher)

## Appendix 8 – Fixed Penalty Formal Warning

Date:

Dear Parent/Carer,

This letter is a **Fixed Penalty Formal Warning** and is being sent to you because you have requested a period of absence from school for your child during term time.

The period you have requested from (date) to (date) is not deemed to be exceptional circumstances and therefore will be coded as unauthorised absence. If you choose to ignore this warning, a Fixed Penalty Notice will be issued for the above period of absence.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.**

Should you wish to discuss this matter further, please contact the school on the above contact details.

Yours sincerely,

Mr. S Betts (Headteacher)

**Appendix 9 – Leave of Absence Request Form**

To: Mr. Sam Betts  
Headteacher

**LEAVE OF ABSENCE  
REQUEST FORM**

I wish to ask for permission to take my child(ren) name/s

out of school from  to

Please provide an explanation for your request below:

Signed (Parent/Carer)

OFFICE USE ONLY:

Authorised       Unauthorised       Signed by Headteacher:

MIS System Updated

Parent/Carer Informed of Decision